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ORGANIZATION MANUAL

A description of the
functions and organization of

THE SECRETARIAT OF THE ECONOMIC AND SOCIAL COMMISSION FOR WESTERN ASIA

SECRETARY-GENERAL'S BULLETIN

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To: Members of the staff

Subject: SECRETARIAT OF THE ECONOMIC AND SOCIAL COMMISSION FOR WESTERN ASIA

1. This bulletin describes the current organization and functions of the secretariat of the Economic and Social Commission for Western Asia.

2. Document ST/SGB/Organization, section K(V) of October 1974, and ST/SGB/Organization, section K(V)/Amend.1 of 14 October 1975, respectively, are hereby superseded.

Boutros BOUTROS-GHALI
Secretary-General

SECRETARIAT OF THE ECONOMIC AND SOCIAL COMMISSION FOR WESTERN ASIA

An overview

The predecessor of ESCWA, the Economic Commission for Western Asia (ECWA), was established by Economic and Social Council resolution 1818(LV) of 9 August 1973 and began operations on 1 January 1974 in Beirut, Lebanon, succeeding the United Nations Economic and Social Office in Beirut (UNESOB). After its establishment in 1974, ECWA operated in its temporary headquarters in Beirut until its relocation to its permanent headquarters in Baghdad in 1982.

The member States of the Commission are 13: Bahrain, Egypt, Iraq, Jordan, Kuwait, Lebanon, Oman, Palestine, Qatar, Saudi Arabia, Syrian Arab Republic, United Arab Emirates and Yemen Republic.

In 1985, the Commission was redesignated as the Economic and Social Commission for Western Asia (ESCWA), in accordance with Economic and Social Council resolution 1985/69 of 26 July 1985.

The main functions of the secretariat of ESCWA are as follows:

To provide substantive secretariat services and documentation for the Commission and its subsidiary bodies;

To undertake studies, investigations and other activities within the Commission's terms of reference;

To provide advisory services to members at their request;

To contribute to the planning, organization and execution of programmes of technical cooperation.

Organizational elements and their functions

EXECUTIVE SECRETARY

Performs the functions of a head of Department/Office as described in the introductory section of the Manual.

Assists, advises and keeps the Secretary-General informed on matters concerning the Commission, and carries out any special task that may be assigned by the Secretary-General;

Discusses substantive issues and concerns of the Commission with representatives of member States, members of the legislative organs, other Departments/Offices of the United Nations Secretariat, specialized agencies, intergovernmental and non-governmental organizations, individuals active in relevant fields and the press, as and when necessary;

Carries out any other activity that may be required by the nature of the functions and objectives of the Commission.

A. Office of the Executive Secretary

A.1 Deputy Executive Secretary

Performs the functions of a deputy, as described in the introductory section of the Manual;

Performs the functions of the Executive Secretary in respect of programmes and activities specifically delegated by the Executive Secretary;

Reviews the work of the secretariat units and suggests ideas for improvement to the Executive Secretary.

A.2 Special Assistant to the Executive Secretary

Performs the functions of a Special Assistant to the Executive Secretary and renders advisory services to the Executive Secretary as and when necessary.

A.3 Secretary of the Commission

Initiates and ensures the provision of secretariat services to the Commission;

Ensures that all documents to be submitted to the Commission are produced on time and that they are reviewed at appropriate levels before submission;

Assists the Chairman of the Commission and its subsidiary bodies in conducting meetings;

Keeps the Executive Secretary informed on the deliberations and decisions of the Commission, and assists in maintaining contact with the member representatives;

Follows up on the implementation of resolutions and decisions of the Commission;

Maintains close contacts with the secretariat of the Economic and Social Council and the Regional Commissions New York Office (RCNYO) on the one hand, and with the delegations of the members of the Commission on the other hand, in the performance of these tasks;

Provides overall liaison between the secretariat of the Commission and its members on all matters within the Commission's terms of reference.

A.4 Information Unit

Provides public information services and arranges for media coverage on ESCWA activities and programmes and maintains a close working relationship with governmental, national and local information media, and all United Nations information centres located in the ESCWA region;

Maintains a close working relationship with governmental information services, national and local information media, educational institutions and non-governmental organizations with a view to stimulating and promoting the dissemination of information about the work of the United Nations and specialized agencies in the region;

Reports to the Department of Public Information on the activities of the unit, as requested;

Collects, processes, analyses, disseminates and publishes information primarily for ESCWA staff, policy-makers and other users in the host country and the region, as well as establishes an information network with the United Nations and other regional information systems.

A.5 Programme Planning and Coordination Division

Chief

Carries out the functions of a higher-level supervisor as described in the introductory section of the Manual.

A.5.1 Planning and Evaluation Section

In the light of the Commission's policies and programme priorities, initiates, follows up and prepares draft medium-term plans and proposed programme budgets in coordination and consultation with all the organizational units in the secretariat;

Provides necessary assistance to all organizational units in the formulation of the medium-term plans and programme budgets;

Determines, in cooperation with the Division of Administration, the programme and financial implications of the draft resolutions of the Commission and its subsidiary bodies;

Designs a systematic procedure for monitoring the progress of implementation of work programmes; obtains progress reports from organizational units; assists the Executive Secretary in reviewing progress and prepares consolidated progress reports on ESCWA activities;

Services the meetings of the Technical Committee of the Commission; coordinates and reviews the secretariat inputs on programme matters to the Committee on Programme and Coordination (CPC), the Economic and Social Council, the Advisory Committee on Administrative and Budgetary Questions (ACABQ), the General Assembly and the Advisory Committee on Coordination (ACC) Consultative Committee on Programme and Operational Questions (CCPOQ);

Discharges any other responsibilities assigned by the Executive Secretary, including research policies, programmes and publications;

Within the policy guidelines set for programme evaluation in the United Nations Secretariat and adopted by the Commission, proposes a set of policies, procedures and directives for evaluation of all programmes of the Commission, and suggests changes in them as and when warranted;

Develops designs for evaluation of all types of subprogrammes indicating the aspects of elements to be evaluated, standards for evaluation of each aspect, and the types and format of the information that should be supplied by organizational units to facilitate evaluation, and explains them to the units concerned;

Coordinates evaluation exercises relating to the programme of work;

Evaluates ongoing projects and activities for corrective action and makes appropriate recommendations;

Carries out post-completion evaluation of projects on a sample basis and, wherever the results turn out to be unsatisfactory, analyses their causes and recommends appropriate actions;

Participates in evaluation of programmes of technical cooperation executed by the Commission.

A.5.2 Technical Cooperation Section

Identifies, in close collaboration with other organizational units of the secretariat, suitable projects for the technical cooperation programme of ESCWA, services the committee established for the purpose of reviewing such projects and initiates them after approval;

Maintains liaison with United Nations organizations, specialized agencies, intergovernmental organizations and Governments providing technical assistance to the region;

In consultation with the Executive Secretary and relevant substantive divisions, formulates and manages the programme of regional advisory services, reviews ad hoc requests from members for technical assistance and manages the technical cooperation projects for which the Commission is executing or associate-executing agency;

Provides support services to the Executive Secretary and the substantive divisions for the mobilization of extrabudgetary resources for technical cooperation projects and initiates the establishment of trust funds in this connection;

Participates in United Nations Development Programme (UNDP)/ESCWA programming and tripartite review missions and coordinates and reviews the secretariat's inputs to meetings of the Governing Council of UNDP, the Inter-Agency Consultative Meeting of UNDP and the ACC Consultative Committee on Programme and Operational Questions (CCPOQ).

1. AGRICULTURE DIVISION

The role (mandate/functions) of this Division in the ESCWA region is outlined in an agreement between the Director of the Food and Agriculture Organization of the United Nations (FAO) and the Executive Secretary of ESCWA signed in September 1974. In accordance with this agreement the Agriculture Division concentrates its work on the economic and social aspects of food and agricultural development.

More specifically, the Division performs the following functions:

Collects, analyses and disseminates information on the current situation and prospects of food, agricultural and rural development in the member States and issues periodic studies and reports at country and regional levels, in addition to an annual bulletin, Agriculture and Development in Western Asia;

Promotes technical and economic cooperation in food and agriculture among the member States by fostering the mutual exchange of knowledge and experience and more effective intercountry collaboration in the area of policy harmonization and identifies projects which may offer scope for increased intergovernmental cooperation and joint ventures;

Renders direct technical assistance to the member States in the formulation, monitoring and evaluation of food, agricultural and rural development plans, policies, programmes and projects in addition to providing substantive support and back-stopping to FAO technical assistance projects in this area;

Studies and advises the member States on the macroeconomic linkages of agricultural and overall economic development policies;

Organizes training courses in cooperation with FAO and regional institutes and organizations in order to assist the member States in creating a core of professional expertise in the formulation, monitoring and evaluation of food, agricultural and rural development plans, policies, programmes and projects;

Studies and advises the member States on the need for integrating environmental considerations and sustainability criteria in planning for agricultural and rural development;

Carries out studies and provides advice that assist member States in formulating national plans of action to combat desertification and in the design and execution of resource conservation policies and measures;

Reviews the status of agricultural research and extension in the member States and advises them on appropriate measures for their strengthening and improvement;

Conducts policy-oriented studies on promoting food security and nutrition in the member States in the context of medium and long-term national and regional development goals and objectives;

Conducts studies and surveys on the organization and functioning of rural institutions with a view to advising the member States on improving the socio-economic status of comparatively underprivileged classes in rural areas through better access to production assets and inputs, including marketing and credit and effective participation of both men and women in agricultural and rural development programmes;

Prepares policy-oriented studies on intercountry and interregional trade in agricultural commodities with a view to enhancing regional economic cooperation among the member States;

Conducts surveys and studies on marketing problems of agricultural outputs and inputs and advises the member States on ways and means of promoting marketing efficiency;

Prepares studies and guidelines on appropriate policies and measures to conserve, manage and develop scarce land and water resources;

Conducts studies on agrarian reforms and integrated rural development with emphasis on the alleviation of rural poverty and the reduction of rural-urban income inequalities;

Conducts studies and surveys on the role of women in agriculture and suggests ways and means of enhancing their contribution to rural development.

2. INDUSTRY DIVISION

The agreement between the Director-General of the United Nations Industrial Development Organization (UNIDO) and the Executive Secretary of ESCWA defines the mandate of this Division. Its basic functions are the preparation of studies on industrial development in the ESCWA region and provision of technical assistance to the members in various industrial fields.

The Division performs the following functions:

Provides substantive inputs to the members and regional organizations towards planning and implementation in the field of industrial development;

Organizes conferences, meetings, training workshops and seminars in the field to industrial development and technology;

Undertakes activities, including field missions to members, with a view to assisting existing industries in solving their problems;

Renders advisory services to the members, upon request; initiates and formulates projects and follows up on their implementation; and renders substantive support to technical assistance projects;

Reviews the industrial development plans, strategies and performance of member countries in the region and suggests ideas for improvement;

Undertakes surveys and studies in trends in industrial development, including industrial financing, environment, trade and marketing of specific industrial products, and makes appropriate recommendations thereon;

Undertakes studies to contribute ideas towards the development of industrial management and manpower skills;

Undertakes surveys and studies to assess the need and feasibility of particular national and multinational industries, and promotes the development of such industries;

Studies the industrial institutional infrastructure and policies in the member countries of the region, including identification of their needs, and recommends measures for improvement and actions towards strengthening and promoting their development;

Promotes the transfer and adaptation of technology in specific industries;

Promotes cooperation between member countries and coordination of activities among organizations engaged in industrial development in the region;

Undertakes studies in the field of industrial development and organizational structure with a view to identifying regional and country projects, and formulates appropriate project proposals accordingly.

3. SUSTAINABLE ECONOMIC DEVELOPMENT DIVISION

Chief

Carries out the functions of a higher-level supervisor as described in the introductory section of the Manual.

3.1 Development Issues and Policies Section

Reviews and analyses the progress of economic development in the region in the context of national development efforts, regional economic cooperation and integration, and the international economic environment, with a view to suggesting policies and measures for accelerating the development process;

Produces the annual Economic and Social Survey of Western Asia;

Undertakes special studies on major economic issues facing the region;

Makes quantitative assessments of development prospects in the countries of the region under alternative assumptions using quantitative tools and techniques, with a view to assisting these countries in the choice of appropriate development strategies and policies; as well as the application of these tools and techniques;

Provides advisory services to member countries, upon their request, on matters of economic policy, development strategies, plan formulation, implementation and evaluation, with special emphasis on the needs of the least developed member countries.

3.2 International Trade Section

Analyses developments in the external trade and payments sector and identifies problems and policy issues relating to trade expansion and diversification, export promotion and import procurement, tariffs, state trading, trade agreements, trade relations with other regions and economic groupings, terms of trade, stabilization of commodity prices, exchange rates, international reserves and financing of trade;

Studies issues and problems related to intraregional and interregional trade, and regional and interregional cooperation and integration.

3.3 Money, Banking and Finance Section

Reviews and analyses developments in the financial sector of member countries with particular emphasis on resource mobilization, allocation and management, financial cooperation, inflation and other fiscal and monetary aspects of development efforts at the national and regional levels and makes recommendations thereon;

Prepares studies on problems related to the reform of the financial systems of member countries and on issues aimed at promoting fiscal and monetary harmonization and integration among the countries of the region;

Identifies activities and projects which lend themselves to cooperation among the countries of the region; assists in their formulation and execution and promotes their undertaking by governments, ESCWA and other regional and international organizations;

Provides substantive support to technical assistance projects.

3.4 Transnational Corporations Unit

Compiles and analyses information on various aspects of transnational corporation (TNC) operations in the ESCWA region;

Develops contacts with, and monitors TNC-related activities of governmental and non-governmental organizations in the ESCWA region, and identifies problem areas and needs for assistance;

Conducts studies and surveys on various economic, social and institutional aspects of transnational corporation operations in the region;

Provides inputs to the activities of the Centre on Transnational Corporations on various substantive issues, in general, and to its technical assistance activities in the ESCWA region, in particular, including the organization of training workshops aimed at strengthening the national machinery dealing with transnational corporations.

3.5 Unit for Special Issues

Reviews the progress of economic development in least-developed countries of the region and assists them in the achievement of targets laid down by international conferences and resolutions in favour of these countries;

Reviews requirements of countries of the region as to reconstruction and rehabilitation of areas affected by war or natural disasters and initiates, coordinates and carries out action called for in this respect, whether in terms of immediate relief or of longer-term measures;

Monitors the economic and social situation in the occupied Arab territories, initiates, furthers, coordinates and undertakes action in this respect and provides administrative and substantive support to ESCWA task forces, e.g. on Palestinian issues and on Lebanon.

4. NATURAL RESOURCES DIVISION

Chief

Carries out the functions of a higher-level supervisor as described in the introductory section of the Manual.

4.1 Energy Section

Undertakes studies, surveys and fact-finding missions; organizes and participates in conferences, symposia, seminars, workshops, expert meetings and training programmes and disseminates information related to energy; designs and implements the follow-up actions requested by international and regional conferences;

Establishes appropriate mechanisms for coordination of activities and maintaining regular contacts with national, regional and international entities involved in the development of energy, water and mineral resources;

Carries out studies that assist ESCWA members in the development of a long-term regional strategy for energy and in the formulation of their energy policies within the framework of that regional strategy;

Assesses the reserves and development potential of various energy resources of ESCWA members and the research, planning and training needs for development of such resources; identifies suitable regional and subregional projects for the development of conventional as well as new and renewable sources of energy;

Contributes to the introduction and propagation of methods and techniques for more efficient use of energy;

Promotes subregional, regional and interregional cooperation; contributes to the execution of joint projects and prepares project proposals to be submitted to donor or funding agencies and governments;

4.2 Science and Technology Section

Reviews the existing studies on technology transfer, adaptation and development, as well as undertaking such studies on its own for the purpose of suggesting policies and measures for augmenting technological capabilities in the region;

Promotes subregional, regional and interregional cooperation to enable countries of the ESCWA region to achieve a higher degree of self-reliance in science and technology and in research and development;

Advises on and assists ESCWA members in the formulation and implementation of technology policies, and provides them with technical assistance on selected and advanced aspects of science and technology;

Designs and implements the follow-up actions requested by international and regional conferences.

4.3 Water and Minerals Section

Assesses the water resources potential and contributes to the formulation of water master plans and water use strategies;

Analyses the water resources demands in particular sectors of the economy; designs and proposes guidelines for water resources conservation;

Assists ESCWA members in the promotion of the use of new and appropriate technologies for water resources management; suggests policies and techniques for further development of non-conventional water resources;

Assesses the potential of mineral resources in the ESCWA region and analyses the prospects of their development.

Contributes to the execution of joint projects and prepares project proposals to be submitted to donor or funding agencies and governments.

4.4 Environment Coordination Unit

Reviews the programmes and projects of the regional commission at the planning stage, including projects for which the Commission is acting as the executing agency, in order to ensure that environmental considerations are fully taken into account, whenever appropriate;

Undertakes studies and surveys in order for the Commission to discharge its responsibilities in the environmental sphere;

Maintains a continuous exchange of information and works closely with the regional office of the United Nations Environment Programme (UNEP) for the purpose of providing coordinated and effective assistance to the members of the region in solving their environmental problems;

Provides advice and assistance in planning and implementing the Commission's activities on environment protection and monitors the progress of those activities.

5. SOCIAL DEVELOPMENT DIVISION

Chief

Carries out the functions of a higher-level supervisor as described in the introductory section of the Manual.

5.1 Population Section

Analyses fertility and mortality levels, trends and differentials; studies volume and characteristics of migration in the region; examines population spatial distribution;

Produces estimates of demographic and related socio-economic indicators to be used as benchmark data for the United Nations system's projects; and carries out specific population projects;

Undertakes studies on the determinants and consequences of population variables with a view to assisting in formulating population policies; reviews population policies and measures in the region; and follows up on the review and appraisal of the world population plan of action on the regional level;

Promotes the integration of population variables into the various planning processes;

Organizes training activities in population matters and prepares training materials, especially in Arabic;

Disseminates population information.

5.2 Social Development and Welfare Section

Reviews and assesses the social development and welfare policies, plans and practices of the ESCWA members and recommends methods and approaches which accelerate the process of social development and welfare;

Monitors the social situation in the region through the collection and analysis of statistical and qualitative data and follows up on global and regional socio-economic developments;

Promotes the development of strategies and programmes and projects for improving the quality of life and integrating less advantaged, marginal and rural population groups into the development process;

Undertakes policy-oriented studies on special social groups such as youth, the elderly, disabled, juvenile delinquents, drug abusers and offenders;

Undertakes and/or contributes to pertinent policy-oriented multidisciplinary research and intersectoral activities concerning the changing role of the family, living standards and poverty, urbanization and uncontrolled settlements, human resources development and rural and community development.

Collects, analyses and disseminates information on the labour force, the status of labour market development and labour migration in the ESCWA region; conducts studies on manpower planning and reviews the manpower development plans of the countries of the region and recommends appropriate measures for improvement and implementation;

Assists in the formulation of policies and strategies in the context of development plans to achieve the goal of full employment in the ESCWA region, giving particular attention to increasing female economic participation;

Promotes coordination of the work of the Commission in the field of human resources development with the relevant Arab and international organizations;

Provides technical assistance to labour ministries in the region to strengthen their statistical and planning capabilities;

Conducts studies on technical and vocational education and training, and assesses the needs and priorities of the ESCWA region in this field;

Undertakes studies on development-oriented education, reviews the education plans of the members of ESCWA and recommends appropriate measures for improvement and implementation of such plans.

5.3 Human Settlements Section

Analyses problems and policies, disseminates information and prepares reports on trends and developments regarding human settlements in the ESCWA region;

Undertakes surveys and prepares studies in the areas of human settlements mainly pertaining to shelter and associated infrastructure and services, settlement policies and strategies, settlement planning, building materials and technology, urbanization, land, public participation, institutions and management;

Upon request, provides technical assistance and advisory services to governments of the region in formulating, assessing and supplementing policies and projects on human settlements issues;

Maintains contact and cooperates with international organizations and regional institutes dealing with human settlements issues on matters of common concern;

Participates in and follows up on the work of the Commission on Human Settlements, and the United Nations Centre for Human Settlements (Habitat).

5.4 Women and Development Unit

Collects and disseminates data and information on women;

Reviews the progress of participation of women in development activities in the countries of the region, including the Arab family, identifies the obstacles encountered in this respect and recommends measures to overcome them and achieve further progress;

Undertakes studies relevant to the Arab family, its changing role and institutional requirements for its support;

Monitors the progress in increasing the participation of women in the labour force in the countries of the region through implementation of the "Strategy for increasing the economic participation of Arab women: a third choice";

Executes technical assistance projects for women financed by the United Nations Development Fund and other funding agencies within the framework of the international development strategy, forward-looking strategies for women and system-wide medium-term plan for the advancement of women;

Prepares and produces series of publications, manuals and other materials that are useful to relevant government bodies, women's organizations, research bodies and specialists concerned with improvement of women's rights and conditions.

6. STATISTICS DIVISION

Collects, compiles, evaluates and disseminates comparable national statistics series and regional data, and issues statistical publications on the ESCWA region in all areas of statistics;

Studies national statistical systems and methodological practices in relation to international standards, conducts research on statistical methods and promotes international and regional comparability and harmonization in statistics;

Adapts the existing national accounting (and related) systems and classifications to the requirements of the member States and promotes their adoption;

Provides statistical, documentary and substantive support services to the programmes of ESCWA;

Provides advisory services and direct assistance to the member States in the fields of statistics;

Organizes conferences, seminars, expert group meetings and workshops in the field of statistics;

Initiates and provides substantive support to technical assistance projects in the field of statistics;

Maintains continuous contacts and coordination with the United Nations agencies, regional and Arab organizations and governmental institutions on matters related to statistical improvement and development;

Participates in and follows up on the work of the Statistical Commission, and the United Nations ACC Subcommittee on Statistical Activities;

Organizes and services the Intergovernmental Meeting of the Heads of Central Statistical Organizations in the ESCWA Region;

Provides services in development of information systems, databases and data banks.

7. TRANSPORT AND COMMUNICATIONS DIVISION

Promotes the rational development of transport and communications systems in the region in cooperation and coordination with other international and regional organizations;

Fosters and facilitates regional and subregional cooperation in the development of integrated transport, in the transfer and application of new technology in transport and communications and in increasing the share of members in the transport of their trade;

Studies the role of transport and communications in the expansion of regional development; identifies areas where inadequate transport and communication links are obstacles to development; and promotes measures for facilitating the interregional and intraregional movement of persons and goods;

Collects, processes and disseminates basic data pertaining to the development and planning of transport, communications and tourism among members of the region and undertakes surveys and studies on related matters;

Assesses training needs and assists in the development of manpower, including organization of seminars, workshops and training courses pertaining to the transport and communications sectors;

Provides advisory services, upon request, to members and assists in formulating strategies and in the establishment and strengthening of regional or subregional organizations or institutions for the development of transport and communications;

Initiates and formulates projects in the field of transport and communications, follows up on their implementation and provides substantive support to technical assistance projects.

8. DIVISION OF ADMINISTRATION

Chief

Carries out the functions of a higher-level supervisor as described in the introductory section of the Manual;

Provides administrative direction and all appropriate support services to all activities and staff of ESCWA within the system-wide administrative instructions and guidelines set by the Organization;

Assists the Executive Secretary on administrative and legal matters, as required;

Administers the implementation of the Headquarters Agreement signed between the United Nations and the Host Government;

Services and participates in the Inter-Agency Coordination meetings with a view to establishing common standards and practices in the duty station;

Services and participates in the Joint Advisory Committee;

Provides such administrative and representational support in connection with schooling for the children of staff as may be appropriate.

8.1 Budget and Finance Section

Maintains the accounting records; records and settles the financial obligations; complies with the financial reporting requirements; reviews in consultation with the Technical Cooperation and Programme Planning and Coordination Office, the biennial work programme and associated budget proposals for regular and extrabudgetary sources; and implements the system of internal financial control.

8.2 Personnel Section

Recruits staff for the General Service, Professional and higher categories, and for projects;

Implements personnel policy and administers the rules concerning duties, obligations and privileges of staff; complies with personnel reporting requirements; initiates and administers the staff training programme; administers the functioning of the ESCWA medical clinic; administers the system of personnel evaluation reports; administers the vacancy management system and the recommendations for promotion; and services the appointment and promotion machinery.

8.3 General Services Section

Maintains and operates the buildings, plant, grounds, vehicles and other office facilities; procures goods and services; arranges for official travel; arranges the shipment of official property and staff members' personal effects; obtains visas; provides security

to personnel and property; maintains liaison with national police and security authorities; provides incoming and outgoing telecommunications facilities; administers operations of all income-producing activities, garage services and sale of stamps and assists staff members in the location of appropriate housing.

8.4 Electronic Data Processing Unit

Develops, implements and maintains the Commission's administrative and substantive support computerized systems;

Provides electronic data and word processing services and undertakes training of staff in the application of computer facilities; manages the electronic data- and word-processing and data-transmission services;

Ensures coordination between major applications systems;

Promotes the application of electronic technology to the implementation of the work programme.

8.5 Conference Services Section

Plans and arranges for the provision of appropriate meeting services in consultation with all the ESCWA organizational units;

Monitors and administers the ESCWA publication programme;

Edits, translates and revises documents, official reports and publications;

Maintains up-to-date reference and terminology material for use by translators and editors and reviews incoming documents with a view to assisting translators and editors in locating appropriate sources;

Monitors the processing of documents through editing, translation, revision, typing and reproduction;

Executes internal printing of documentation and coordinates with ESCWA organizational units on the format of presentation of their documents, charts and designs;

Distributes ESCWA documents and publications and arranges for exchange of publications with regional and interregional organizations.

8.6 Library

Organizes, manages and develops the ESCWA Library; plans, develops and coordinates information at ESCWA headquarters;

Verifies, classifies, catalogues and maintains the collections; builds bibliographies; issues ESCWA catalogue of publications, acquisition lists, recent contents of periodicals, assists users in research and loan of books and automates ESCWA publications.

ORGANIZATIONAL STRUCTURE OF THE SECRETARIAT OF THE ECONOMIC AND SOCIAL COMMISSION FOR WESTERN ASIA